

Administration

# **Administrative Space Management**

Headquarters  
Department of the Army  
Washington, DC  
8 May 1985

**Unclassified**

# ***SUMMARY of CHANGE***

AR 1-21

Administrative Space Management

This is a transitional reprint of this publication which places it in the new UPDATE format. Any previously published permanent numbered changes have been incorporated into the text.

Effective 20 July 1970

Administration

## Administrative Space Management

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By Order of the Secretary of the Army:

W. C. WESTMORELAND  
General, United States Army  
Chief of Staff

Official:

KENNETH G. WICKHAM  
Major General, United States Army  
The Adjutant General

**History.** The original form of this regulation was published on 20 July 1970. Since that time, Change 1 has been issued to amend the

original, and this change remains in effect. This UPDATE issue is a reprint of the original regulation with the change incorporated directly into the text.

**Summary.** This is a complete revision of AR 1–21 and changes are made throughout.

**Applicability.** See paragraph 1–2.

**Proponent and exception authority.** Not applicable.

**Army management control process.** Not applicable.

**Supplementation.** Local limited supplementation of this regulation is permitted, but is not required. If supplements are issued, one copy of each will be furnished the Director, Management Analysis Staff, Office, Secretary of the Army.

**Suggested Improvements.** The proponent agency of this regulation is the Office, Secretary of the Army. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) to Director, Management Analysis Staff, Office Secretary of the Army, ATTN: SAMAS, Department of the Army, Washington, DC 20310.

**Distribution.** Active Army, MAWDC (quantity block No. 1); ARNG, None; USAR, None.

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\*This regulation supersedes AR 1–21, 21 November 1966.

**RESERVED**

## Chapter 1 Space Management Procedures

### 1-1. Purpose

This regulation prescribes policies, responsibilities, and procedures concerned with the management, utilization and reporting of administrative space located in the National Capital Region (NCR).

### 1-2. Applicability

This regulation is applicable to all elements of the Department of the Army located in the NCR.

### 1-3. Responsibilities

a. The Director, Space Management Service-Washington (SMS-W) is designated as the Department of the Army NCR Space Coordinator and through the Coordinator of Headquarters Service-Washington, is responsible to the Administrative Assistant to the Secretary of the Army for supervision of Department of the Army administrative space management in the NCR for the—

(1) Allocation of all administrative space to Headquarters DA agencies and major Army commands within the NCR.

(2) Conduct of space requirements and utilization surveys and taking other necessary action to insure full and efficient use of assigned administrative space.

(3) Release of GSA-controlled space to the Assistant Secretary of Defense (Administration) promptly when programs are curtailed or discontinued.

(4) Preparation and submission of requests for additional space to the Assistant Secretary of Defense (Administration).

(5) Preparation and submission of space reports as prescribed in chapter 2.

b. As concerns those functions assigned in a above, the director, SMS-W will coordinate all matters pertaining to Army-owned military installation space with the Deputy Chief of Staff for Logistics (DCSLOG). Direct communication between the SMS-W and the DCSLOG is authorized in matters pertaining to space management.

c. Headquarters, Department of the Army staff agencies and major Army commands are responsible for the efficient management of administrative space occupied by their organizations. In the exercise of this responsibility, the head of each Headquarters, Department of the Army Staff agency and major Army command will designate an appropriate individual within his organization as Space Management Officer and submit this designation in writing to the Director, SMS-W, Office, Secretary of the Army, Washington, DC 20310. (At the discretion of the head of a major Army command or at the request of the Director SMS-W, Space Management Officer will be designated in subordinate elements of each major Army command.) The designated Space Management Officer will be responsible for the coordination and reporting of all administrative space matters for activities within their jurisdiction.

### 1-4. Explanation of terms

For the purpose of this regulation, the following terms are defined:

a. *National Capital Region (NCR)*. That area embracing the District of Columbia; the cities of Alexandria, Fairfax, and Falls Church in Virginia; the counties of Arlington, Fairfax, Loudoun, and Prince William in Virginia; and the counties of Montgomery and Prince George's in Maryland.

b. *Net usable square feet*. The number of usable square feet computed by measuring from the normal inside finish of the exterior walls to the office side of corridor walls or other permanent partitions, or to the center line of partitions which separate the area being measured from an adjoining area, with no adjustment for columns or projections. (Area measurement normally is secured from floor plans available from the Director, SMS-W for GSA-controlled space, or from the post or base headquarters for space on military installations.) All building space, except those types and categories defined below, are excluded from reporting and measurement in computing net usable square feet. Examples of

building space to be excluded are employee restroom, stairwells, elevator shafts, janitor closets, and maintenance shops.

c. *Office type space*. Space which provides an environment suitable for an office operation which includes, but is not limited to, suitable and adequate lighting, heat, and ventilation, appearance, accessibility, circulation, floor covering, and sound control. The space may consist of a large open area or be partitioned into rooms. Office type space is classified for reporting purposes into one of the following three categories.

(1) *Private and open*. That space devoted primarily to a conventional office operation.

(2) *Conference and training*. That space devoted primarily to conference and training facilities.

(3) *Miscellaneous*. That space meeting the office space type criteria which is unaccounted for the above two categories such as supply and file rooms or other administrative support facilities.

d. *Storage-type space*. Space which is suitable for storage of supplies, equipment, records, and material, etc., and which does not provide an environment suitable for an office operation. This type of space would include but is not limited to vaults, closets, and unconverted attic and basement areas, as well as space built for warehousing and records storage. Its interior treatment is such that it cannot be classified as suitable for office space. There are no category classifications under storage-type space.

e. *Special-type space*. Space which by reason of installed fixed facilities or utilities is adapted for special use. Included would be laboratories, darkrooms, electronic data processing rooms (computer rooms), communication facilities, industrial type operations with installed equipment, etc. Special-type space is classified for reporting purposes into one of the following three categories.

(1) *Reproduction*. That space devoted primarily to reproduction operations and occupied by reproduction equipment.

(2) *Electronic data processing*. That space devoted primarily to electronic or automatic data processing operations and occupied by EDP or ADP equipment.

(3) *Other special type*. That space meeting the special-type space criteria which is unaccounted for in the above two categories such as laboratories, communications facilities, and darkrooms.

f. *Vacant space*. Space managed by the reporting element which meets the criteria for either the office, storage, or special type space but is not being utilized. Do not report under this category any space which is temporarily vacant but committed for a specific use in the near future or which is vacant while undergoing alterations. Space which is vacant under these circumstances should be reported under the appropriate category.

g. *Shift work personnel*. All personnel who are not working on the prime shift.

### 1-5. General

Paragraphs 1-6 through 1-11 prescribe policies and procedures relating to allocations, moves, alterations, and repairs involving administrative space managed by the Department of the Army in the NCR.

### 1-6. DD Form 1450 (DOD Space Requirements Data, Part I—Summary) and DD Form 1450-1 (DOD Space Requirements Data, Part II—Detailed Space Requirements)

These forms will be used for—

(1) Estimating space requirements for new activities.

(2) Analyzing space utilization by existing activities.

(3) Support in connection with the release of space or space requests.

(4) Layout of assigned space.

Instructions for use of the forms are printed on the reverse of DD Form 1450. DD Forms 1450 and 1450-1 are available at the TAG Administrative Service Centers.

### 1-7. Requests for allocation of administrative space

a. All requests for allocation of administrative space will be submitted in writing to the Director, SMS-W, OSA, Washington, DC 20310. Requests will be based on application of the space allowance

criteria (app A) and will be accompanied by DD Forms 1450 and 1450-1. A statement regarding the feasibility of relocating the activity from the NCR will be included in each request for space.

b. Requests for administrative space in the NCR for newly established activities, or for activities to be relocated to the NCR, will be accompanied by a copy of the document which approves the relocation to or the establishment of a new activity in the NCR.

c. The Director, SMS-W will submit requests for administrative space in the NCR to the Assistant Secretary of Defense (Administration) (ASD(A)). Statements will be included regarding the infeasibility of relocating the requesting activity from the NCR and the unavailability of space to meet the requirement within current Department of the Army space holdings in either GSA-Controlled or Department of the Army-controlled buildings.

d. Request for assignment of space for short-term purposes, i.e., study groups, training seminars, etc., which cannot be provided within current Department of the Army space holdings will be processed in the same manner as long-term space requests.

#### 1-8. Requests for moves

a. Requests for moves within or to GSA-controlled space assigned to individual components for the Department and requests for moves to or from military installations will be prepared on DD Form 419 (Requests for Moves) and forwarded in duplicate to—

(1) The Director, SMS-W *in those cases involving major moves* (moves requiring in excess of 20 man-hours of labor). Requests for major moves must be channeled through the appropriate Space Management Officer.

(2) The Defense Supply Service—Washington, ATTN: Supply Division, OSA, Washington, DC 20310, *in those cases involving minor moves* (moves requiring a maximum of 20 man-hours of labor). Requests for minor moves will be channeled through the agency Supply Coordinator. To eliminate possible duplications, the Supply Coordinator is encouraged to coordinate such requests with the appropriate Space Management Officer prior to moves of any significance.

b. Requests for moves within a military installation will be processed in accordance with local command policies and procedures. The DCSLOG will provide verbal notification to the Director, SMS-W prior to scheduling moves of 50 or more persons to or from administrative space or military installations. Individual agencies are responsible for assuring coordination and obtaining approval, as required, for changes of duty hours as specified in AR 1-3, Hours of Duty.

c. The Director, SMS-W will provide verbal notification to the Space Management Branch, OASD(A) prior to scheduling contemplated moves involving 50 or more persons, either within or between GSA-controlled buildings, or to or from administrative space on military installations.

d. The Director, SMS-W will schedule the labor and moves in those instances where space assignments requiring a move have been directed by that office; however, DD Form 419 will be submitted by the agency or agencies concerned.

e. The moving of communications facilities must be coordinated with the moving of furniture. Telephone instruments and auxiliary equipment will not be removed from desks, cabinets, etc., except by authorized personnel of the Chesapeake and Potomac Telephone Co. Requisitions for moving telephone equipment will be submitted in accordance with the instructions on DD Form 410.

#### 1-9. Release of space

a. Whenever programs are curtailed, merged, modified, or eliminated, or whenever requirements are reduced for whatever reason, the Director, SMS-W will be notified in writing, through appropriate channels, of all administrative space which will no longer be required. This notice will be provided as soon as it is known that the space is no longer required and should include the anticipated date of availability. The amount of space no longer required will be determined by deducting the residual requirements from the total space involved. Residual requirements will be calculated on DD

Forms 1450 and 1450-1, in accordance with the space allowance criteria (app A).

b. The Director, SMS-W will report all space recovered in GSA buildings to the ASD(A) for reassignment within the DoD or release to the GSA. The Director, SMS-W may at the same time request retention of the space to meet new requirements; the request must be accompanied by DD Forms 1450 and 1450-1.

c. The DCSLOG will report available Army-owned military installation space to the Director, SMS-W. Such space will be utilized to the extent possible as the primary resource for meeting pending space requirements within the Department of the Army. If no space requirements are pending, the Director, SMS-W will notify the DCSLOG who will report the excess space to the Assistant Secretary of Defense (I&L).

#### 1-10. Determining administrative space requirements

Administrative space requirements will be developed in consonance with space allowance criteria included in appendix A. Although this criteria is intended as a guide, in no case is it to be exceeded. Upon request the Director, SMS-W will provide advice and assistance on office layouts and will conduct surveys to determine space requirements.

#### 1-11. Alterations and repairs

a. *General*. Rearrangement and alteration of assigned space will be in conformance with the space allowance criteria contained herein and good layout practice.

b. *GSA-controlled space*. All requests for alterations, repair, improvement, extension, addition, major maintenance items, or other work pertaining to GSA-controlled space, will be prepared in duplicate of DA Form 370 (Request for Alteration and Repair), incorporating a clear and concise statement of justification, and will be submitted with detailed plans and specifications (including fund citations, where applicable) to the designated Army DOD building administrator. In the Pentagon and buildings not assigned full-time Army DOD building administrators, requests will be submitted directly to the Director, SMS-W. The respective DOD building administrator or the Director SMS-W, will prepare and submit job orders (GSA Form 1354) to GSA on all approved requests. Dollar thresholds have been established below which DOD building administrators have on-site authority to submit job orders directly to GSA. Job orders prepared by the Director, SMS-W, will be submitted to GSA through the appropriate DOD building administrator, where applicable, so that the latter can monitor work completion. Approval of the ASD(A) is necessary on all requests estimated to cost over \$25,000. The Director, SMS-W, will submit such requests to ASD(A) for approval.

c. *Military controlled space*. Requests for tenant alterations, building additions, conversions, etc., will be processed in accordance with the provisions of DoD 4270.1-M and DoD Directives 7040.2 and 4270.24.

d. *Temporary, leased, and obsolete buildings*. Tenant alterations in temporary, leased, and obsolete buildings will be made on a strictly austere basis. Only minimum necessary alterations will be undertaken consistent with the terms of the leases involved or with the projected life spans of temporary or obsolete buildings. Prior approval is required for construction or installation of special facilities including auditoriums, briefing rooms, data processing machine rooms and communications facilities. The Director, SMS-W is responsible for obtaining necessary approval from the ASD(A). (Activities requiring special type facilities will, to the maximum extent possible, be located either in permanent DoD buildings or where such facilities already exist.)

e. *Plumbing facilities*. Because of the expense involved and the fact that of necessity the character of office space is radically changed, no plumbing facilities will be installed in Department of Defense occupied space except for offices in the P-1 category listed in appendix A. No kitchens or utilities or fixtures associated with the preparation and serving of food will be installed except for P-1 offices. Any of the foregoing installations for P-1 category offices will be subject to the availability of funds authorized for use for

such installations and, because it may be necessary to run utility lines through offices occupied by other Defense organizations, no construction will be initiated until necessary clearance with OASD(A) is obtained. This does not preclude the use in DoD occupied space of employee provided coffee pots which meet all applicable fire and safety regulations where adequate electrical power and outlets are already available.

*f. Standard construction.* Standard construction methods and materials will be used throughout DoD occupied space except in P-1 category spaces listed in appendix A and in special areas where functional requirements require or justify deviation from the standards.

*g. Security arrangements.* To provide for adequate but economical security protection, the standards of the Industrial Security Manual for Safeguarding Classified Information (DoD 5220.22-M) are extended to all DoD occupied Government-owned and-leased buildings in the NCR.

## Chapter 2 Administrative Space Report, RCS DD-A(Q)691

### 2-1. General

*a.* This chapter prescribes policies, responsibilities, and procedures for reporting administrative space allocated to and/or managed by the Department of the Army in the NCR, including that space managed by the Department of the Army for non-Army activities. Reports are to be submitted for each organizational element listed in appendix B.

*b.* The Department of the Army is required to submit a quarterly administrative space report to the Office, Secretary of Defense within 30 days after the close of each quarter. Each quarterly report is an up-date of the previous quarterly report reflecting changes in space, personnel, or the addition or deletion of reporting organizations, buildings, or locations. Data to be reported are those changes in effect on the last day of the quarter which differ from the data reported for the previous quarter.

### 2-2. Responsibilities

*a.* Each agency and command listed in appendix B is responsible for submitting quarterly space and personnel data in the applicable parts of DA Form 3077 (Administrative Space Report), in duplicate to the Director, SMS-W to arrive not later than 10 days after the close of each calendar quarter. Negative reports will be submitted in writing to arrive not later than 10 days after the close of each quarter in which no change in space or personnel data occurred. DA Form 3077 is available at the TAG and OSA Administrative Service Centers in the NCR. DA Headquarters agencies will prepare their report to include their field elements and activities and submit the report directly to the Director, SMS-W. Major Army commands will collate and assemble the reports of their subordinate commands, as listed in appendix B, with their own headquarters report (including any miscellaneous activities under the headquarters) and forward their report directly to the Director, SMS-W.

*b.* The Director, SMS-W is responsible for the validation of agency and command reports and the provision of one copy of these reports to the U.S. Army Finance and Comptroller Information Systems Command (USAFINCISCOM) 12 days after the close of each calendar quarter.

*c.* USAFINCISCOM is responsible for preparation of key punched cards based on agency and command reports and submission of the key punched cards to the Space Management Branch, OASD(A) not later than 30 days after the close of each calendar quarter. USAFINCISCOM will retain a master file of information and will distribute a standard printed hard copy output to the reporting offices, agencies, and commands.

### 2-3. Report content

*a. General* The quarterly administrative space report is in three

parts, i.e., Part I—Space Data; Part II—Personnel Occupying Space Reported in Part I; and Part III—All Other Personnel. DA Form 3077 has been designated to provide source data to an electronic data processing (computer) system to meet the information requirements of the Office, Secretary of Defense.

*b. Information to be reported* Each reporting organization will report on DA Form 3077 all information applicable to that organization as follows:

(1) In Part I of DA Form 3077 report all administrative space allocated to, managed by, and under the control of the reporting organization in the categories of office, storage, and special types when such space is located in the NCR and—

(a) Is located in a GSA-controlled building or is in space leased by a military department.

(b) Is occupied by a class II tenant on a class I or class II installation or other officially designated military station and is in buildings intended for or utilized primarily for office operations. Excluded from administrative space reporting under this regulation are all installation support activities and all class I tenants on military installations or other officially designated military stations. Also excluded from this reporting requirement are all medical facilities and all laboratory facilities located on or comprising military installations, e.g., Walter Reed Army Medical Center and the U.S. Army Engineering Research and Development Laboratory.

*Note.* The exclusion of medical facilities and laboratory facilities located on or comprising military installations does not apply to class II tenants on these excluded facilities. Further, the exclusion of medical facilities and laboratory facilities applies only to space—the personnel of these facilities will be reported by the appropriate organizational element in Part III of DA Form 3077.

(2) In Part II of DA Form 3077 report all personnel, by types and categories, who occupy the administrative space reported in Part I. For this reporting purpose, report all personnel including non-Army day, night, part-time, contractual and nonappropriated fund activity personnel who are formally assigned to the reporting organization and are occupying reported space. Included in the term “assigned” are all temporary assignments to the organization for periods in excess of 30 days. “TDY” and “in addition to other duties” assignments are not to be reported by the “visited” organization. Parent organizations should report as duty status all personnel from their organization who are temporarily absent on leave, TDY, or additional duty. Personnel who are not on prime shift are reported separately in columns 69–74.

(3) In Part III of DA Form 3077, report all personnel, by types and categories, assigned to the reporting organization who do not occupy the administrative space reported in Part I. For this reporting purpose, “assigned” personnel includes manpower authorization assignments and assignments for supervision or operational control as well as temporary assignments to the organization for periods in excess of 30 days. “TDY” and “in addition to other duties” assignments are not to be reported by the “visited” organization. Parent organizations should report as duty status all personnel from their organization who are temporarily absent on leave, TDY, or additional duty.

(4) Additions and deletions.

(a) When an organizational entity occupies space in a building or location for the first time, an *addition report* must be submitted (e.g., the establishment of a new organizational entity or the occupancy of a new building).

(b) When an organizational entity no longer occupies space in a previously reported building or location, a *deletion report* must be submitted.

(c) See appendix C for coding instructions for the above situations.

*c. Instructions for completing DA Form 3077* Specific instructions for each part and column of DA Form 3077 are contained in appendix C.

*d. Exceptions* Unique situations and circumstances will require judgment decisions by the reporting organization as far as counting,

categorizing, or classifying personnel data is concerned. The judgment and discretion of the reporting organizations must be in consonance with the criteria and concept of the reporting requirements.



## Appendix A Space Allowance Criteria for GSA-controlled Space

### A-1.

The following space allowances (prescribed by OSD) will be used as the Army space occupancy guide for the National Capital Region:

#### a. Private office space allowances

(1) In view of the variation in position titles and organizational structures in the Department of the Army, consideration will be given to the overall structure of the major organization involved and the relative relationship of positions within that organization when determining the space category for a position. Assignment of private offices in the P-4, P-5, and P-6 categories will be based on actual functional need, as well as the combination of rank or grade and the position title.

(2) In buildings with nonconforming modules, minimum necessary adjustments in private office size may be made.

(3) Private office space allowances are—

#### P-1: 600 net sq. ft.

Secretary of the Army  
Chief of Staff  
Under Secretary of the Army  
Assistant Secretaries of the Army  
Director of Civil Defense  
Vice Chief of Staff

#### P-2: 400 net sq. ft.

Administrative Assistant to the Secretary of the Army  
General Counsel of the Army  
Deputy Under Secretaries of the Army  
Deputy and Assistant Chiefs of Staff  
Heads of Directorates, Commands, Offices, Bureaus, and Agencies reporting directly to positions in P-1.  
Executive Assistants in Grade GS-18 or equivalent.

#### P-3: 300 net sq. ft.

Executive Assistants in Grades GS-17 and GS-16  
Division Heads in Grades GS-16 or Brigadier General and above; comparable positions.  
Deputies to positions in P-2 category.

#### P-4: 200—225 net sq. ft.

Division Heads in Grades GS-15/14 or Colonel who require private offices, comparable positions.  
Branch Heads in Grades GS-15/14 or Colonel who report to Division  
Heads in P-3 category and require private offices, comparable positions.  
Deputies to positions in P-3 category, who require private offices.  
Professional or administrative personnel Grade GS-16 or Brigadier General and above who require private offices.

#### P-5: 150 net sq. ft.

Division Heads in Grade GS-13 or Lieutenant Colonel who require private offices, comparable positions.  
Branch Heads in Grades GS-15/14/13 or Colonel and Lieutenant Colonel who report to Division Heads in P-4 category and require private offices, comparable positions.  
Professional or administrative personnel in Grades GS-15-14 or Colonel who require private offices.

#### P-6: 100 net sq. ft.

Branch Heads in Grade GS-12, Major and below who require private offices, comparable positions.  
Professional or administrative personnel in Grade GS-13, Lieutenant Colonel, and below who require private offices.

## b. Open office space allowances Table A-1 Open Office Space Allowances

### Space category: 0-1

**Assignment:** Unit Supervisors in Grade GS-9, E-8, WO, O1, or above, who supervise six or more employees.

**Allowance <sup>1</sup> (net sq. ft):** 110

### Space category: 0-2

**Assignment:** Professional and administrative personnel in Grade GS-7, E-8, WO, O1 or above. Unit Supervisors in Grade GS-8, E-7, or below, who supervise six or more employees.

**Allowance <sup>1</sup> (net sq. ft):** 90

### Space category: 0-3

**Assignment:** Clerical, Stenographic, and all other personnel

**Allowance <sup>1</sup> (net sq. ft):** 60

Notes:

<sup>1</sup> Space allowances include sufficient space for furniture and equipment normally associated with the position. In addition, open office space allowances include a circulation or layout factor.

### c. Unit equipment space allowances

(1) The term “unit equipment” refers to those items of furniture and equipment housed in Open Office Type Space which are not assigned to any one open work station, but are used by a number of individuals.

(2) Listed below are common items of unit furniture and equipment and the square footage of floor space they require. Working area is included where appropriate. The space requirements for items not listed may be calculated from actual measurements or by using the items below as a guide.

Item	Square feet
Bookcase, 13 x 33	6
Bookcase, unitized, 22 x 18	4
Cabinet, storage and wardrobe, 18 x 24	6
Cabinet, storage and wardrobe, 18 x 36	9
Cabinet, storage and wardrobe, 24 x 36	11
Cabinet, stationery, 18 x 36	9
Cabinet, filing, letter size, 15 x 25	6
Cabinet, filing, legal size, 18 x 25	7
Cabinet, filing, safe, 19 x 28	8
Cabinet, filing, map and plan, 36 x 48	20
Cabinet, filing, map and plan, 36 x 60	25
Chair, side	4-6
Chair, lounge	10
Costumer	4
Credenza, 18 x 66	9
Locker, clothing, 18 x 21	5
Locker, clothing, 36 x 21	19
Safe, two door, 42 x 36	18
Sofa	30
Stand, Dictionary	4
Stand, office machine, 18 x 18	3
Stand, office machine, 18 x 34	5
Stand, office machine, 24 x 36	6
Table, 14 x 26	3
Table, 24 x 36	6
Table, 34 x 45	12
Table, 34 x 60	15
Table, 36 x 72	18
Valet Rack, 30 x 20	6
Valet Rack, 51 x 20	8

### d. Miscellaneous space allowances

(1) *File areas* An allowance of 6 square feet will be made per letter file cabinet, and 7 square feet per legal file cabinet. This will provide 4-foot aisles where rows of filing cabinets face one another, furnishing ample room for working the files and for normal traffic.

A cross aisle of 3 feet should be planned every 25 feet, if the row of files is that long.

(2) *Conference rooms* There are no established standards for calculating the total square footage requirement for conference space for an organization. Consequently, conference requirements must be carefully tailored to an organization's mission and experience, and then adjusted to take into consideration the availability of building conference facilities which can be shared. Based on the number of conferees, the following allowances are made:

Number of persons	Square feet
8	150
Up to 14	375
Up to 24	500

For larger meeting rooms, with row type seating, an allowance of 150 square feet, plus 10 square feet per person to be seated is authorized.

(3) *Reception areas* Size will depend largely on the functional need and volume of visitor traffic. For planning purposes, 10 square feet per person usually served may be used as a guide.

(4) *Other areas* For other administrative support and special areas such as mailrooms, reproduction areas, ADP and EAM machine rooms, libraries, etc., there are no established standards or guidelines. To determine space requirements for these areas, an actual templated layout must be made.

## A-2. Not Used

## Appendix B

**Table B-1**  
**Organizational Codes for Army Organizations**

Organization	Organizational Entity
Department of the Army—Departmental Office, Secretary of the Army:	(0000) 0001
Office, Chief of Staff (General Staff):	(0100)
Chief of Staff	0101
Office, Deputy Chief of Staff for Military Operations	0151
Office, Deputy Chief of Staff for Personnel	0201
Office, Deputy Chief of Staff for Logistics	0251
Office, Comptroller of the Army	0301
Office, Chief of Research and Development	0351
Office, Reserve Components	0401
Office, Assistant Chief of Staff for Force Development	0451
Office, Assistant Chief of Staff for Intelligence	0501
Office, Assistant Chief of Staff for Communications—Electronics	0551
Office, Chief of Staff (Special Staff):	(1000)
Office, The Adjutant General	1001
Office, Chief of Engineers	1051
Office, The Surgeon General	1101
Office, Chief of Chaplains	1151
Office, The Judge Advocate General	1201
Office, The Inspector General	1251
Office, Chief of National Guard Bureau	1301
Office, Chief of Information	1351
Office, Chief of Military History	1401
Office, Chief of Army Reserve	1451
Office, The Provost Marshal General	1501
Office, Chief of Personnel Operations	1551
Office, Chief of Support Services	1601
Department of the Army—Field	
Office, Secretary of the Army:	0002
Office, Chief of staff (General Staff):	
Chief of Staff	0102

**Table B-1**  
**Organizational Codes for Army Organizations—Continued**

Organization	Organizational Entity
Office, Deputy Chief of Staff for Military Operations	0152
Office, Deputy Chief of Staff for Personnel	0202
Office, Deputy Chief of Staff for Logistics	0252
Office, Comptroller of the Army	0302
Office, Chief of Research and Development	0352
Office, Reserve Components	0402
Office, Assistant Chief of Staff for Force Development	0452
Office, Assistant Chief of Staff for Intelligence	0502
Office, Assistant Chief of Staff for Communications—Electronics	0552
Office, Chief of Staff (Special Staff):	
Office, The Adjutant General	1002
Office, Chief of Engineers	1052
Office, The Surgeon General	1102
Office, Chief of Chaplains	1152
Office, The Judge Advocate General	1202
Office, Chief of National Guard Bureau	1302
Office, Chief of Information	1352
Office, The Provost Marshal General	1502
Office, Chief of Personnel Operations	1552
Office, Chief of Support Services	1602
Office, Chief U.S. Army Audit Agency	1652
Army Materiel Command:	(2000)
Headquarters, U.S. AMC	2002
Automated Data Field Systems Command	2012
U.S. Army Field Office	2022
U.S. Army Foreign Science and Technology Center	2032
Manpower Survey Office	2042
Project Management/Night Vision	2052
Research Support Group	2062
Electronics Command	2072
Harry Diamond Laboratories	2082
Army Security Agency	(3000) 3002
Combat Developments Command	(4000) 4002
Continental Army Command:	(5000)
CONARC Liaison Office	5002
U.S. Army Engineer Center and Fort Belvoir	5012
Military District of Washington	5022
MDW Support of Intelligence Command	5032
MDW Support to ARADCOM	5042
Recruiting Service	5052
Military Traffic Management and Terminal Service	(6000) 6002
Strategic Communications Command:	(7000)
Headquarters, USASCC	7002
CONUS Regional Communications Command	7012
Department of the Army—Special Category	(9000)
Non-DOD Activities Serviced by Army	9903
Joint and DOD Activities Serviced by Army	9913
Army Personnel With Agencies Other Than DOD	9923
Personnel Not Occupying Administrative Space	9933
Task Forces (Headquarters)	9943
Task Forces (Field)	9953
Other	9993

## Appendix C

### Instructions for Completing DA Form 3077

### C-1. General

*a. Submission of report* This report will be typed and submitted in accordance with chapter 2.

*b. Addition report* To submit an addition report (an initial report for buildings, locations, or organizational entities not previously reported), all open columns in the line being used on DA Form 3077 must be filled with data or zeros. Fill in each field from right to left, placing leading zeros in all positions not filled with alphanumeric within each data field and fill all data fields not used with zeros. Use code A in column 17 when submitting an addition report as specified in paragraphs C-3a(1), C-4a(1), and C-5a(1).

*c. Changes in data* For submitting changes in data, fill in all header data as explained in paragraph C-2a through *d*, filling in only the field(s) of data which have changed. Leave field(s) of data which have not changed blank (i.e., do not add zeros). In order to pass the computer edit, the header data must be filled in exactly as initially submitted. In reporting changes in data for space and/or personnel, report the new total(s), not the amount of the change. Use codes A and B in column 17 when submitting change reports as specified in paragraphs C-3a(2), C-4a(2), and C-5a(2).

*d. Changing header data* To change header data for a report previously submitted, fill out the header data exactly as initially submitted and enter code B in column 17, leaving all remaining columns blank. One line entry with code B deletes all space and personnel data recorded under that particular header data, i.e., a line entry code B in Part I of DA Form 3077 deletes all Part II and Part III data with the identical header data. To re-enter the record with the new header data, treat as an initial report using the corrected header data, code A in column 17, and filling all remaining columns with data or zeros as appropriate.

### C-2. Header data (cols. 1-17)

The header data must be completed for every line item reported.

*a. File Indicator* (1). has been preprinted.

*b. Building* (2-5). Enter as a separate line item each building shown in appendix D in which the reporting organization is assigned space.

*c. Organization entity* (6-9). Enter entity code assigned to the reporting organization in appendix B.

*d. Date* (11-6). Enter ending date of quarter for which report is submitted.

### C-3. Part I—Space Data (cols 18-71)

The various categories of space to be reported in this part are defined in paragraph 1-4.

*a. Transaction code* (17).

(1) Use code A for the initial submission of space data.

(2) Use code B for reporting a change to space data previously reported.

*b. Office-type space—private and open* (18-24). Report the total net usable square feet devoted primarily to conventional office operations occupied by the reporting organization by building/location. (Exclude conference and training rooms, supply rooms, and other administrative support space.) Include vacant space in the total for this category.

*c. Office-type space—conference and training* (25-31). Same instructions as *b* above for conference and training space.

*d. Office-type space—miscellaneous* (32-38). Report all office type space otherwise unaccounted for, including unaccounted for vacant space in the miscellaneous category.

*e. Storage-type space* (39-45). Same instruction as *b* above for storage-type space.

*f. Special-type space—reproductions* (46-52). Same instruction as *b* above for special-type space—reproduction.

*g. Special-type space—EDP* (53-59). Same instruction as *b* above for special-type space—EDP.

*h. Special-type space—other special type* (60-66). Report all special-type space otherwise unaccounted for, including unaccounted for vacant space in the “other” category.

*i. Vacant space* (67-71). Enter the sum of all vacant space (office, storage, and special), reported in *b* through *h* above.

*j. Columns* 71-80. Leave blank.

### C-4. Part II—Personnel Occupying Space Reported in Part I (cols 18-68)

Personnel to be reported in this Part are specified in paragraph 2-3b(2). The type of personnel is determined by the classification of the space they occupy.

*a. Transaction Code* (17).

(1) Use code A for the initial submission of personnel information for a particular building/location. *There must be a card code 1 (personnel) for every card code 2 (space) reported.*

(2) Use code B for reporting a change to the personnel data previously reported.

*b. Office-type personnel—duty status* (18-23). Report the total number of people (military, civilian, and nonagency) in a duty status occupying the office-type space reported under paragraph C-3b, *c*, and *d*.

*c. Office-type personnel—vacancies* (24-28). Enter the total number of assigned positions which are vacant but are to be housed in the office-type space reported under paragraph C-3b, *c*, and *d*.

*d. Storage-type personnel—duty status* (28-33). Report the total number of people (military, civilian, and nonagency) in duty status occupying the storage space reported under paragraph C-3e.

*e. Storage-type personnel—vacancies* (34-36). Enter the total number of assigned positions which are vacant but are to be housed in the storage space reported under paragraph C-3e.

*f. Special-type personnel—duty status* (37-41). Report the total number of people (military, civilian, and nonagency) in a duty status occupying the special space reported under paragraph C-3f, *g*, and *h*.

*g. Special-type personnel—vacancies* (42-45). Enter total number of assigned positions which are vacant but are to be housed in the special space reported under paragraph C-3f, *g*, and *h*.

*h. Military personnel* (46-51). Enter the total number of positions reported under *b* through *g* above which are military.

*i. Civilian personnel* (52-57). Enter the total number of positions reported under *b* through *g* above which are civilian. *Note:* The sum of *h* and *i* above should equal the sum of *b* through *g* above.

*j. Nonagency personnel occupying space* (58-62). Enter the total number of positions both filled and vacant in *b* through *g* above which are not included in the authorized strength of the reporting organization. This field will include contractor, concession, other Federal agency and DoD personnel as well as other Army personnel temporarily assigned or attached to the reporting organization for a period of time in excess of 30 days. In essence, nonagency personnel are personnel who are not charged to the authorized strength to and occupying space allocated to the reporting organization.

*k. Positions in private and open office space* (63-68). Report the number of positions both filled and vacant which are housed in the private and open office type reported under paragraph C-3b (cols 18-24 of Part I).

*l. Shift work personnel* Enter the number of personnel (civilian or military) who are not on prime shift.

*m. Columns* 75-80. Leave blank.

### C-5. Part III—All other personnel (cols 18-46)

The purpose of this Part is to account for all personnel, by location, in the NCR who do not occupy administrative space reported in Part I. Personnel to be reported in this Part are specified in paragraph 2-3b(3).

*a. Transaction code* (17)

(1) Use code A for the initial submission of “other” personnel information.

(2) Use code B for reporting changes to previously reported personnel data.

*b. Total personnel—duty status* (18-23). Enter the total number of filled positions (military, civilian, and nonagency) assigned or attached to the reporting organization. These are personnel who were not accounted for in Part II.

*c. Total personnel—vacancies (24–28).* Enter the total number of vacant positions (military, civilian, and nonagency) assigned or attached to the reporting organization. These are positions which were not accounted for in Part II.

*d. Nonagency personnel (29–34).* Enter the number of positions reported in *b* and *c* above who are attached to, but not included in, the authorized strength of the reporting organization. This field will include contractor, concession, other Federal agency and DoD personnel as well as other Army personnel temporarily assigned or attached to the reporting organization for a period of time in excess of 30 days.

*e. Total military personnel (35–40).* Enter the number of positions reported in *b* and *c* above that are military.

*f. Total civilian personnel (41–46).* Enter the number of positions

reported in *b* and *c* above that are civilian. *Note.*—The sum of *b* and *c* above should equal the sum of *e* and *f* above.

*g. Columns 47–80.* Leave blank.

## Appendix D Building Information

Assigned Codes:

V (Virginia, Code Nos. V001–V498 (GSA Controlled), V500–V899 (DoD Controlled), V900–V998 (Other Controlled)  
W (Wash., D.C.), Code Nos. W001–W498 (GSA Controlled), W500–W899 (DoD Controlled), W900–W989 (Other Controlled)  
M (Maryland) Code Nos. M001–M498 (GSA Controlled), M500–M899 (DoD Controlled), M900–M998 (Other Controlled)

**Table D–1**  
**National Capital Region Building Information**

Building/Location Identification	Building Code (cols 2–5)	Ownership	Management
Anacostia Annex, Wash., D.C.	W500	Federal	Navy
Andrews Air Force Base, Md	M510	Federal	Air Force
Arlington Hall Station, Va.			
Building T401	V500	Federal	Army
Building T420	V501	Federal	Army
Other Buildings	V502	Federal	Army
Army Map Service, Md.	M502	Federal	Army
Army Map Service, Herndon, Va.	V509	Federal	Army
Army Medical Center (Walter Reed) Wash.	W510	Federal	Army
Army Medical Center (Forest Glen, Md.)	M505	Federal	Army
Bailey's Crossroads Office Bldg., Falls Church, Va.	V009	Private	GSA
Cal–Tec Building, Alexandria, Va.	V518	Private	Army
Cameron Station, Va.			
Building No. 6	V503	Federal	Army
Building No. 7	V504	Federal	Army
Other Buildings	V505	Federal	Army
City National Bank Building, Alexandria, Va.	V018	Private	GSA
Columbia Building, Falls Church, Va.	V021	Private	GSA
Commonwealth Building, Arlington, Va.	V025	Private	GSA
Duke Shirley Industrial Park, Va.	V008	Private	GSA
Dwyer Building, Alexandria, Va.	V020	Private	GSA
Eads St. (1420–1430 South), Arlington, Va.	V017	Private	GSA
Federal Office Building No. 2, Arlington, Va.	V003	Federal	GSA
Federal Office Bldg. No. 7, Wash., D.C.	W053	Federal	GSA
Federal Records Center, Alexandria, Va.	V026	Federal	GSA
Forrestal Building, Wash., D.C.	W066	Federal	GSA
Fort Belvoir, Va.	V507	Federal	Army
Fort McNair, Wash., D.C.	W511	Federal	Army
Fort Myer, Va	V508	Federal	Army
Freudberg Building, Wash., D.C.	W049	Private	GSA
Hoffman Building, Alexandria, Va.	V028	Private	GSA
Highland Building, Arlington, Va.	V010	Private	GSA
Highland St. 1015 North, Arlington, Va.	V019	Private	GSA
Iverson Mall Recruiting Station, Hillcrest Heights, Md.	M010	Private	GSA
Jack Stone Building, Arlington, Va.	V022	Private	GSA
Little Falls Shopping Center, Sumner, Md.	M007	Private	GSA
L.P. Buildings 5520–24–26, Leesburg Pike, Va.	V024	Private	GSA
Magruder Flatiron Bldg., Hyattsville, Md.	M002	Private	GSA
Munitions Building, Wash., D.C.	W002	Federal	GSA
NASSIF Building, Va.	V013	Private	GSA
National Bureau of Standards Bldg., Wash., D.C.			
Building No. 1	W054	Federal	GSA
Building No. 8	W057	Federal	GSA
Building No. 15	W058	Federal	GSA
Building No. 16	W017	Federal	GSA
Building No. 17	W018	Federal	GSA
Building No. 37	W019	Federal	GSA
Building No. 42	W021	Federal	GSA
Building No. 43	W022	Federal	GSA
Building No. 61	W029	Federal	GSA
Building No. 62	W030	Federal	GSA
Building No. 63	W051	Federal	GSA
Building No. 76	W052	Federal	GSA
Building No. 79	W037	Federal	GSA

**Table D-1**  
**National Capital Region Building Information—Continued**

Building/Location Identification	Building Code (cols 2-5)	Ownership	Management
Building No. 80	W038	Federal	GSA
Building No. 83	W040	Federal	GSA
Building No. 84	W041	Federal	GSA
Building No. 85	W042	Federal	GSA
Building No. 88	W044	Federal	GSA
Building No. 92	W045	Federal	GSA
Building No. 102	W046	Federal	GSA
Building No. 103	W043	Federal	GSA
Building No. 107	W039	Federal	GSA
Building No. 112	W036	Federal	GSA
Building No. 113	W035	Federal	GSA
Building No. 115	W034	Federal	GSA
Building No. 116	W033	Federal	GSA
Building No. 118	W032	Federal	GSA
Building No. 122	W028	Federal	GSA
Building No. 123	W027	Federal	GSA
Building No. 126	W026	Federal	GSA
Building No. 132	W025	Federal	GSA
Building No. 133	W024	Federal	GSA
Building No. 134	W023	Federal	GSA
Building No. 135	W020	Federal	GSA
Building No. 139	W055	Federal	GSA
Other Buildings	W996	Federal	GSA
Trailers (14)	W056	Federal	GSA
National Civil Defense Computer Facility, Derwood, Md.	M508	Federal	Army
Navy Service Center Buildings, Va.			
Building No. 1	V506	Federal	Navy
Other Buildings	V517	Federal	Navy
Navy Yard Annex, Wash., D.C.			
Building No. 113	W011	Federal	GSA
Building No. 159	W012	Federal	GSA
Building No. 159E	W013	Federal	GSA
Building No. 160	W014	Federal	GSA
NIKE Site W-64, Lorton, Va.	V515	Federal	Army
NIKE Site W-92, Rockville, Md.	M512	Federal	Army
Office of Civil Defense Region 2, Olney, Md.	M511	Federal	Army
Office of Civil Defense Region 2, Olney, Md.	M507	Federal	Army
Old Post Office, Wash., D.C.	W004	Federal	GSA
Pentagon, Va.	V004	Federal	GSA
Federal Bldg. & Post Office, Rockville, Md.	M001	Federal	FSA
Potomac Annex, Washington, D.C.	W010	Federal	GSA
Radiation Facility, Forest Glen, Md.	M504	Federal	Army
Research Analysis Bldg., McLean, Va.	V998	Private	Other
STRATCOM Site, Va.	V510	Federal	Army
Temporary Buildings, Wash., D.C.			
Building A	W006	Federal	GSA
Building B	W007	Federal	GSA
Building C	W008	Federal	GSA
Building E	W005	Federal	GSA
Temporary Y & D Annex, Arlington, Va.	V002	Federal	GSA
Temporary Bldg. 7, Garvelly Point, Va.	V005	Federal	GSA
Temporary Bldg. 8, Wash., D.C.	W009	Federal	GSA
VEPCO Building, Alexandria, Va.	V006	Private	GSA
10604 Warwick Ave., Fairfax, Va.	V015	Private	GSA
1101 Pennsylvania Ave. NW, Wash., D.C.	W060	Private	GSA
1410 Good Hope Rd. SE, Wash., D.C.	W047	Private	GSA
1600 Pennsylvania Ave NW, Wash., D.C.	W997	Federal	Other
2024 Rhode Island Ave NE, Wash., D.C.	W050	Private	GSA
2447 Linden Lane, Silver Spring, Md.	M513	Private	Army
2821 14th St. NW, Wash., D.C.	W061	Private	GSA
4433-63 Conn. Ave. NW, Wash., D.C.	W512	Private	GSA
4815 Rugby Ave., Bethesda, Md.	M500	Private	GSA
880 South Pickett St., Alexandria, Va.	V016	Private	GSA
8120 Woodmont Ave., Bethesda, Md.	M501	Private	Army
935 Pershing Dr., Silver Spring, Md.	M003	Private	GSA
Unlisted Buildings, Md.	M499		GSA
Unlisted Buildings, Md.	M999		
Unlisted Buildings, Va.	V499		GSA
Unlisted Buildings, Va.	V999		
Unlisted Buildings, Wash., D.C.	W499		GSA
Unlisted Buildings, Wash., D.C.	W999		



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